



IOWA ADVISORY COUNCIL ON BRAIN INJURIES BICYCLE HELMET DISTRIBUTION PROGRAM APPLICATION GUIDANCE

DUE DATE: March 8, 2021 by 4:00PM

GENERAL INFORMATION

The Advisory Council on Brain Injuries (Council) helmet distribution project aims to increase the number of Iowans who wear bicycle helmets. The Council recognizes that bicycle helmets are an effective means for reducing the severity of brain injury caused by a bicycle crash. Therefore, the Council seeks to collaborate with select entities throughout the state of Iowa to disseminate bicycle helmets and bicycle safety information.

a. Purpose

The purpose of this project is to disseminate bicycle helmets by providing helmets to entities within select counties in the state of Iowa.

b. Eligible Applicants

Eligible applicants include hospitals, schools, police or fire departments and non-profit organizations located and distributing the helmets in the following Iowa counties: Adams, Appanoose, Crawford, Decatur, Des Moines, Floyd, Lee, Monona, Union, Wapello, and Wayne.

Applications from organizations that are not located nor planning to distribute helmets within these Iowa counties will not be considered. Preference will be given to applications from entities that have not received helmets from this project in the past.

c. Project Information

The Council plans to provide helmets to approximately 10 organizations. Each applicant may request up to, but no more than, a total of 40 helmets. Helmets will be shipped directly to the selected applicants.

Projects that include dissemination of helmet education or bicycle, scooter or skateboard safety information are preferred.

Applicants that do not meet the application deadline will not be considered.

Access to or delivery of the project may be withdrawn, depending on availability of funding to the Council or any other grounds determined by Council to be in the Council's best interests.

Questions regarding this project can be submitted at brain.injury@idph.iowa.gov.

d. Application Deadline

Applications are due no later than 4:00 PM on March 8, 2021.

I. REQUIRED ACTIVITIES

- A. Each applicant must describe the method for distributing helmets within their community as well as the approximate number, style, and size of helmets being requested.
- B. Applicants must describe their plan for ensuring the recipient has a proper helmet fitting completed and any other bicycle safety or helmet education information being disseminated. Projects that include dissemination of bicycle, skateboard, or scooter safety or helmet education information are preferred.
- C. Each applicant may request up to 40 helmets of varying styles and sizes. Helmet style being requested may include either a standard bicycle helmet or a BMX style helmet. Sizes may include toddler (may also be referred to as extra small), small, medium, large or extra-large.
- D. The Council will purchase, through a vendor to be determined, and ship the helmets to the awarded organizations. Each selected applicant will identify a point of contact and shipping address where the helmets will be shipped.
- E. Each recipient organization of bicycle helmets will notify the Council at the completion of their distribution activity or event. Any remaining helmets at the conclusion of the distribution activity or event may be returned to the Council for redistribution.
- F. Recipient organization will submit a final report, including approximate reach of their activity, number of helmets received disseminated, and summary of the activity or event.
- G. Recipients should describe their plan for acknowledging the Advisory Council on Brain Injuries for the helmets.

II. SCHEDULE OF IMPORTANT DATES

The table below lists important dates in the application and contract award process.

EVENT	DATE
Application Guidance Issued	February 12, 2021
Applications Due	March 8, 2021
Notification of selected organizations	March 17, 2021
Receive helmets	Approximately May 17, 2021

- A. A copy of the application questions can be downloaded at <https://idph.iowa.gov/brain-injuries>. Applicants are to submit their request using google forms at <https://forms.gle/SVuiqwtQhNGsmvdL8>.
- B. It is the Applicant's sole responsibility to review all attachments for this Funding Opportunity and complete and submit all Funding Opportunity application forms prior to the stated due date and time.

C. For assistance regarding this application process, please email brain.injury@idph.iowa.gov.

D. All applicants will be notified by March 17, 2021 the decision of the Council regarding their application.

The due date and time requirements for receipt of the proposal are mandatory requirements.

III. APPLICATION PROCESS

This Application Guidance document will be posted on the Iowa Department of Public Health's brain injury program webpage at <https://idph.iowa.gov/brain-injuries>.

It is the applicant's sole responsibility to review all guidance for this project and submit all required application fields prior to the stated due date and time.

IV. APPLICATION REQUIREMENTS

A. Organizations wishing to be considered for this project must complete their application using the google form at <https://forms.gle/SVuigwtQhNGsmvdL8>. **Applications submitted after 4:00PM on March 8 will not be considered.**

B. The applicant shall describe their plans for disseminating the helmets, including any known details such as location/county, date/s and if this activity is in conjunction with another event. Please include specific quantity, styles (e.g. bicycle or BMX style) and sizes of helmets (e.g. toddler, small, medium, large) being requested, if known.

V. REQUIRED REPORTS

A. Each recipient of helmets will report the details of when, where, quantity of and how helmets were distributed at the conclusion of their distribution.

VI. SCORING

- **Date of Distribution:** (Max. 5 points)

It will take approximately 8 weeks from notification of selection until the selected applicant receives the shipment of helmets. Applicants should clearly describe the plan to ensure that the helmets are distributed by October 1, 2021.

- **Plan to ensure proper fit of helmet** (Max 20 points)

Applicant should describe their plan for ensuring the helmet is fitted properly to the individual who will be using the helmet. Information regarding any information or instruction provided to individuals should be described.

- **Method of distribution** (Max 20 points)

Applicant should clearly describe their plan for distributing helmets, including an overall summary of the project, the target audience for receiving the helmets and the county where the helmets will be given out. Preference will be given to organizations who plan to disseminate bicycle safety information or distribute helmets as part of a collaborative event. Information regarding applicants plan for acknowledging the Advisory Council on Brain Injuries for the helmets should be included.

- **Council Acknowledgement** (Max. 5 points)

Applicant should describe their plan for acknowledging the Advisory Council on Brain Injuries for the helmets.